



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551350 **Agency:** AGO **Division:** HUMR **Section:** NA **Revision:** 0

Agency Series No.: 567-oag-49 **Record Series Title:** Equal Employment Opportunity Applicant and New Hire Reports
Record Series Description: Reports run to fulfill Department of Justice reporting requirements as well as for internal use. The reports can include statistics on the number and employment classifications of applicants and new hires, and are often categorized by gender, race, disability, veteran status, age, and position classification.

Agency Web Link:

Confidential Description	Vital Description
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Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	3 years, provided audited		Delete
Paper	until no longer of administrative value	Reports only printed for ease of use when necessary. Electronic is official record.	Recycle

Approvals:

Created		Date: 8/24/2010
Approved	Pari Swift, Records Officer	Date: 8/24/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 8/26/2010
Approved	Martin Meeks, State Auditor	Date: 9/2/2010
Approved	Fred Previts, State Archivist	Date: 9/9/2010

Notes:

Note Date	Note Description	User
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